

Serve Idaho Governor's Commission on Service and Volunteerism

Review Process and Selection Criteria for 2022-2023 Formula AmeriCorps Applicants

Applicant Name/Organization: _____

Program Name: _____

NEW ☐

RECOMPETE ☐

COST REIMBURSEMENT ☐

FIXED ☐

PROFESSIONAL CORPS ☐

		Points Possible	Points Given
Executive Summary (0 points)			
Program Design (40 points)			
	Theory of Change	15	
	Member Experience	15	
	Evidence	10	
Organizational Capacity (50 points)			
	Organizational Background and Staffing	14	
	Compliance & Accountability	14	
	Member Recruitment	3	
	Member Supervision	5	
	Member Training	4	
	*Intermediary	10	
Budget (20 points)			
	*Cost Effectiveness & Budget Adequacy	20	
TOTAL POINTS:			
$(Points\ Given)/(Points\ Possible)*100=$		%	

*Point values are assigned to all categories, but if one section doesn't apply (such as Intermediary or no budget due to being a Fixed Amount grant), the applicant won't receive those points. Final determination will be done as a percentage rather than a total point value.

**Reviewers: Each page of this document represents a section of the grant. Please score each page and then add total scores on this face sheet.

Do you recommend this application be sent forward to AmeriCorps to be considered for possible competitive

AmeriCorps funding?

☐ **Yes**

☐ **No**

Reviewer Signature: _____

Date: _____

1. Executive Summary (0 points):

The applicant will fill in the blanks in the following template to complete the executive summary:

The **[Name of the organization]** proposed to have **[Number of]** AmeriCorps members who will **[service activities the members will be doing]** in **[the locations the AmeriCorps members will serve]**. At the end of the first program year, the AmeriCorps members will be responsible for **[anticipated outcome of project]**. In addition, the AmeriCorps members will leverage **[number of leveraged volunteers, if applicable]** who will engage in **[what the leveraged volunteers will be doing]**.

This program will focus on the AmeriCorps focus area(s) of **[Focus Area(s)]***. The AmeriCorps investment of **[\$amount of request]** will be matched with **[\$amount of projected match]**, **[\$amount of local, state, and federal funds]** in public funding and **[\$amount of non-governmental funds]** in private funding.

*If the program is not operating in a AmeriCorps focus area, omit this sentence.

REVIEWER COMMENTS/FEEDBACK for Executive Summary:

2. Program Design:

Theory of Change (15 points):

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage (frequency/intensity/duration), target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative reflect meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

Points Awarded for Theory of Change: _____

REVIEWER COMMENTS/FEEDBACK for Theory of Change:

Member Experience (15 points):

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- AmeriCorps members as a result of their service will have opportunities to develop as leaders.

Points Awarded for Member Experience: _____

REVIEWER COMMENTS/FEEDBACK for Member Experience:

Evidence (10 points):

- Applicant clearly states the existing community problem and how they will utilize AmeriCorps members to address this ongoing community need.
- Applicant provides cited evidence of community need.
- Applicant provides recent evidence (within the past 6 years).

Points Awarded for Evidence: _____

REVIEWER COMMENTS/FEEDBACK for Evidence:

3. Organizational Background & Capacity:

Organizational Background & Staffing (14 points):

- Applicant provides a brief history of the organization including the year it was established, its role in the community, and funding history with state, private and federal grants.
- Applicant discusses prior experience in the proposed area of programming.
- Applicant describes any experience with AmeriCorps that their organization /staff may have.
- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

Points Awarded for Organizational Background & Staffing: _____

REVIEWER COMMENTS/FEEDBACK for Organizational Background & Staffing:

Compliance & Accountability (14 points):

- The applicant has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The applicant has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

Points Awarded for Compliance & Accountability: _____

REVIEWER COMMENTS/FEEDBACK for Compliance & Accountability:

Member Recruitment (3 points):

- Applicant describes the process they will utilize to recruit members.
- Does the applicant adequately describe how they recruit AmeriCorps members from the geographic or demographic communities in which the programs will operate?

Points Awarded for Member Recruitment: _____

REVIEWER COMMENTS/FEEDBACK for Member Recruitment:

Member Supervision (5 points):

- Applicant describes how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- Applicant describes the process of how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

Points Awarded for Member Supervision: _____

REVIEWER COMMENTS/FEEDBACK for Member Supervision:

Member Training (4 points):

- Applicant describes their plan to provide member training in the following areas:
 1. AmeriCorps
 2. Position Specific Training
 3. Any Specialized Site-Specific Training

Points Awarded for Member Training: _____

REVIEWER COMMENTS/FEEDBACK for Member Training:

For Intermediaries Only (10 points):

- Applicant describes their process for selecting sites.
- Applicant addresses the following questions:
 - How will you ensure that selected sites will fit within overall project goals?
 - What is your organization's history in selecting and managing other nonprofits or eligible agencies to receive resources and training from your organization?
 - How will you support your intermediaries in recruiting their members? and in member development?
 - How will you collect data from sites and ensure it aligns with your performance measures? *(Address in the performance measure section that already exists – provide detail on how they will collect data from sites)*

Points Awarded for Intermediaries: _____

REVIEWER COMMENTS/FEEDBACK for Intermediaries:

4. Budget:

Cost Effectiveness & Budget Adequacy (20 points):

**** Reviewers are welcome to review the budget. However, staff will review fully and provide an overview of any clarification items during the GARP meeting.**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.
- Current indirect cost rate is included in the budget.
- Budget identifies the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Budget indicates the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

Points Awarded for Cost Effectiveness & Budget Adequacy: _____

REVIEWER COMMENTS/FEEDBACK for Cost Effectiveness & Budget Adequacy: